

Bat & Ball Centre Hire Enquiry Form

(Please note that the completion and forwarding of this form does not confirm a booking)

Date of Hire requested	
Times of Hire requested	

Harry Garrett Hall (Large Hall) (please tick)	
John London Hall (Small Hall) (please tick)	
Meeting Room (please tick)	
Harry Garrett and John London Halls together (please tick)	

Additional Facilities (please state quantities) <ul style="list-style-type: none"> • Flipchart • Bridge Tables • 6ft Round Tables • Tablecloths • Caretaker set up • Trestle tables and chairs • MUGA for sports parties together with hire of hall 	
Audio visual, public address and lighting packages. (please select) See page 7	Bronze / Silver / Gold
Use of kitchen (please select)	YES / NO
Catering (please select and give details) See page 9	YES / NO
What is the event / purpose of hire?	

Are tickets being sold for the event? (Please select and give details)	YES / NO
Are you hiring a bouncy castle or other inflatable?. (please select) You will need to complete the Bouncy Castle hire form. See page 31	YES / NO
Are you hiring for commercial or non-commercial purposes? (please select) To qualify for the non-commercial rate one of the following criteria needs to be met: <ul style="list-style-type: none"> • Event is held by a charity • Event is free of charge for attendees, or fee charged to cover costs only (event is not primarily intended towards making a profit) 	COMMERCIAL / NON-COMMERICAL

Your Name	
Address	
Telephone	
Email	
Name of Organisation (if applicable)	

Please return Enquiry Form to Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG or email to hallhire@sevenoakstown.gov.uk
Telephone 01732 459953.